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UNITED STATES CIVIL SERVICE COMMISSION

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MEMORANDUM FOR HEADS OF DEPARTMENTS AND AGENCIES

The President has recently emphasized his concern over rising personnel costs. Through current budget actions by OMB all of us have been called upon to do better in assuring cost effective personnel management throughout Government. Personnel costs are indeed significant in carrying out the business of our Government, and there is much that can be done to reduce them. Several possible actions have been outlined, and I am responsible for keeping the President and OMB informed of progress and results. //

This Commission is initiating a number of actions to help you promote cost reduction in personnel management. In administering the Government-wide Federal Personnel System we recognize that our actions have an impact on day-to-day personnel management in all agencies. We are determined to do everything possible to assure that this system operates not only in accordance with law and merit principles but also contributes to efficient Government. The principal actions we have underway are outlined in the attachment to this memorandum. As work progresses on these initiatives, we will follow with others.

Obviously, the initiatives you take in response to the President's concern will be critical to success. Your executives and those they lead must also share the sense of urgency needed to renew and sustain an effective cost reduction program. Two elements are essential to this undertaking: (1) capitalizing on the best creative efforts of your managers, supervisors and employees, to tap their ideas for reducing personnel costs, and (2) assuring recognition and accountability for cost reduction actions.

Effective internal evaluation is central to your management of these cost reduction initiatives. Establishing clear objectives and devising plans of action to achieve them, monitoring progress and getting feedback on results, identifying and dealing with problems interfering with even greater achievements -- all of these elements are critical to success. Perhaps more than ever before, therefore, it is essential that your internal personnel management evaluation efforts be linked to cost reduction.

I shall be reporting to the President on progress periodically. Accordingly, I would appreciate your furnishing me by May 15, 1975, a comprehensive summary of the actions taken by then and results achieved, together with an outline of the additional results you plan to achieve in FY 75 and FY 76, in response to the President's expressed concern and call for action. //

Robert E. Hampton
Robert E. Hampton
Chairman

// Attachment

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